

# SKILLS BOOTCAMP ENROLMENT FORM

Please submit completed enrolment forms and any other requested evidence to  
[skillsbootcamps@oaklands.ac.uk](mailto:skillsbootcamps@oaklands.ac.uk)

## LEARNER INFORMATION

Skills Bootcamp course title

Title

Family name / Surname

First name(s)

Preferred name

Previous name (if applicable)

Home address

Postcode

Have you been a resident in the UK  
for at least the last 3 years?

Yes

No

D.O.B

Age

Gender

NI number

Telephone no.

Mobile no.

Email address

Highest level of education

If you have completed a Level 6 Qualification, which subject area?

## ADDITIONAL INFORMATION

What Right to Work evidence will you be providing to check eligibility?

UK Passport

UK Birth Certificate

EU Settlement Status

UK Passport number (if applicable)

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I can confirm that I am not currently undertaking, or have undertaken, another Skills Bootcamp in this financial year.

I confirm that this statement is correct

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Transport method to be used for this course

Own transport

Public transport

Other

If other was ticked, please specify below

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## PLEASE INDICATE YOUR ETHNIC GROUP (TICK ONE)

### White

- English / Welsh / Scottish / Northern Irish / British
- Irish
- Gypsy or Irish Traveller
- Any Other White Background

### Multiple / mixed ethic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed / multiple ethnic background

### Asia / Asian British

- India
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

### Black / African / Caribbean / Black British

- African
- Caribbean
- Any other Black / African / Caribbean background

### Other ethic group

- Arab
- Any other ethnic group

Do you have a criminal conviction  
(excluding minor motoring offences)?

Yes

No

Are you currently caring for children or other adults?

Yes

No

## EMERGENCY CONTACT DETAILS

Please provide someone we can contact in an emergency

Name of emergency contact

Relationship to you

Telephone no.

Mobile no.

## DISABILITY, LEARNING DIFFICULTIES AND / OR HEALTH PROBLEMS

Do you consider yourself to have a learning difficulty, disability or health problem?

Yes

No

If yes, please tick the relevant box below

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Allergy                       | <input type="checkbox"/> Epilepsy   | <input type="checkbox"/> Social, Emotional & Behavioural Difficulties       |
| <input type="checkbox"/> Asperger's Syndrome           | <input type="checkbox"/> Hearing Impairment                                 | <input type="checkbox"/> Speech, Language & Communication needs             |
| <input type="checkbox"/> Asthma                        | <input type="checkbox"/> Diagnosed mental health condition.                 | <input type="checkbox"/> Temporary Disability after Illness or accident     |
| <input type="checkbox"/> Autism Spectrum Condition     | <input type="checkbox"/> Moderate Learning Difficulty                       | <input type="checkbox"/> Visual Impairment-excluding glasses/contact lenses |
| <input type="checkbox"/> Cystic Fibrosis               | <input type="checkbox"/> Physical Disability                                | <input type="checkbox"/> Wheelchair user                                    |
| <input type="checkbox"/> Diabetes                      | <input type="checkbox"/> Other Specific Learning Difficulty e.g., Dyspraxia | <input type="checkbox"/> Prefer not to say                                  |
| <input type="checkbox"/> Disability Affecting Mobility | <input type="checkbox"/> Profound/Complex Disabilities                      |   |
| <input type="checkbox"/> Dyscalculia                   | <input type="checkbox"/> Severe Learning Difficulty                         |   |
| <input type="checkbox"/> Dyslexia                      |   |   |

If you have ticked more than one of the above, please state which disability, learning difficulty and / health problem impact most on your learning.

If you have a support need and would benefit from a confidential interview, please tick this box.

Yes

## EMPLOYMENT STATUS

What is your current employment status?  
(Tick one)

\*See 'Privacy Notice - Individuals not in paid enrolment' on our data usage (page 11)

Employed (please go to section 1)

Unemployed (please go to section 2)\*

Self employed (please go to section 3)

## SECTION 1 - EMPLOYED CANDIDATES PLEASE COMPLETE THE SECTION BELOW

Name of current employer

Postcode of main work location (employer)

Has your employer asked you to complete this course?

\* *My employer has agreed to pay the employer contribution.*

Are you going to continue working whilst on this course?

Yes\*

No

Yes, same hours I usually work

Yes, I'll be working reduced hours

No, I will not be working

Current job title

How many hours do you work per week?

Current Salary (please indicate if this is hourly / yearly etc.)

What industry do you work for?

## SECTION 2 - UNEMPLOYED CANDIDATES PLEASE COMPLETE THE SECTION BELOW

How long have you been unemployed?

Your last job title

What industry was your last role?

Are you currently claiming Universal Credit?

Yes

No

## SECTION 3 - SELF EMPLOYED CANDIDATES PLEASE COMPLETE THE SECTION BELOW

Business name

Unique Tax Reference (UTR)

How many hours do you work per week?

Are you going to continue working whilst on this course?

Yes, same hours I usually work

Yes, I'll be working reduced hours

No, I will not be working

As part of this course, I will work with the provider to produce a SMART Business Plan to support securing new markets or business opportunities for my self employment.

I agree to completing the SMART Business Plan with the provider

## CONTACT & MARKETING INFORMATION

How did you hear about the Skills Bootcamps?

Use of images / feedback during the course for social media / website / leaflets etc

By ticking this box I agree to visual images of me on the course to be used for future marketing materials

By ticking this box I agree for the use of my feedback about / during / after the course to be used for future marketing materials.

## PLANS ON COMPLETION OF BOOTCAMP

What are your plans after the bootcamp?

### Goal setting

We ask all individuals to set themselves some goals (personal and professional) aimed around the Skills Bootcamp, so that Oaklands College can support you achieve these goals.

*Some examples: Confidence building, particular modules you would like to learn about, improve digital skills, expanding network, gain qualifications, gain employment, gain promotion.*

Short term goal

Medium term goal

Long term goal

## LEARNER DECLARATION & COMMITMENT

I confirm that I have received information, advice and guidance concerning the Skills Bootcamp entitled on Page 1 delivered by Oaklands College. This included information about the course, its entry requirements, the expected workload of the course and the support available to me.

I am clear what I will achieve by completing this Skills Bootcamp and agree to attend an interview with an employer (for a job using relevant skills gained from the Skills Bootcamp) arranged for me by Oaklands College. If I have applied for this Skills Bootcamp independently and am not on a course that is co-funded by my current employer, I confirm that I intend to change employer if I am offered a suitable role following interview.

I confirm this Skills Bootcamp is the only one I am currently enrolled on.

I agree to provide all data and information requested by Department for Education (DfE) to inform evaluation of the Skills Bootcamps programme and I confirm that the information I supply will be true and correct to the best of my knowledge. This includes salary information.

I understand that Oaklands College has the right to cancel my enrolment if it is found that I have provided false or inaccurate information.

I agree that this information can be used to process my data for contractual requirements, in particular to the disclosure of all the data on this form or otherwise collected about me to the DfE for the purposes noted in the Privacy Notice.

I also agree with the below points relating to my chosen programme:

I will:

- Take appropriate responsibility for my own learning, development, and progression.
- Attend and participate in the training required to successfully complete the Skills Bootcamp.
- Promptly inform Oaklands College and employer if applicable, if any matters or issues arise, or might arise, that will, or may, affect my learning, development, and progression.
- Respond to and engage with follow-up communications from Oaklands College following completion of the training component of a Skills Bootcamp, and during the next six months, to record progression as a result of the course.
- Take responsibility to share evidence requested by Oaklands College to allow the College to prove the effectiveness of this Skills Bootcamp to DfE.

If you are not satisfied with any aspect of your Skills Bootcamp and wish to raise a complaint you should do so in the first instance with Oaklands College by emailing [Emily.wornum@oaklands.ac.uk](mailto:Emily.wornum@oaklands.ac.uk) with full details of your issue. If you are not satisfied with how your complaint has been dealt with you may write to DfE through their Whistleblowing and Complaints process.

Whistleblowing involves entering a 'whistleblowing' webform on the 'Contact the Department for Education' page, which can be found here: Contact the Department for Education - DFE Online Forms

Whistleblowing submissions for Skills Bootcamps must be clearly marked 'Skills Bootcamps'. They will be submitted via the DfE's whistleblowing submission process and will be escalated to the DfE Skills Bootcamps policy team for response. Your information may also be shared with other third parties for the above purposes, but only where the law allows it, and the sharing is in compliance with data protection legislation.

You can agree to be contacted for other purposes by ticking any of the following boxes:

About courses or learning opportunities     Surveys and research     By post     By phone     By email

# DFE PRIVACY NOTICE

## Privacy Notice for Skills Bootcamps – Version 1.8

### Who we are.

This privacy notice explains how we collect and use your personal information for the purposes of evaluating the Employer Led Training Initiatives / Skills Bootcamps. This data is being collected by the DfE for the National Skills Fund.

For the purposes of relevant data protection legislation, the Department for Education (DfE) is the data controller for personal information processed for this research. More information about how the DfE handles personal information is published here: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

### Why we collect your personal information

We are collecting data on Skills Bootcamp applicants, candidates, and participants to help the DfE understand how well the courses are working and if they are achieving their outcomes. This is important because it allows us to be transparent about how government spends public money and measures the impact that policies are having, as well as helping us make improvements to future training courses. This data also helps us check if the people who are on the course do complete the course and ensures that the correct amount of funding is paid.

As part of the data collection, we are asking for your personal data.

- national insurance number,
- first name,
- surname,
- postcode and
- date of birth
- education and qualifications information
- earnings and employment information
- benefits information
- caring responsibilities

The special category data we will be processing includes:

- gender
- disability and
- ethnicity

As part of our work to evaluate the effectiveness of Skills Bootcamps in supporting people to gain employment and higher incomes we will link this data to records on education and training, income, employment, and benefits which are held by the Department for Education, the Department of Work and Pensions and Her Majesty's revenue and customs. This is to evaluate the program's overall impact. For more information on this, please look at our supplementary materials.

### Our legal basis for collecting your personal information

We collect personal information only where we need to, and law permits. In order for our use of your personal data to be lawful, we need to meet conditions in the data protection legislation. For the purpose of this program, the relevant condition(s) that we are meeting are:

1. Article 6 (1)(e): It is necessary to collect data from users in order to effectively access the service and to evaluate outcomes of the service. The legal basis is public task, and the legal gateway is Section 87 of the Education and Skills Act 2008.
2. Article 6 (1)(f): It is necessary to collect data from users as the processing is necessary for the organisation's legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's individual data that overrides those legitimate interests.

And for the processing of special category data:

3. Article 9(2)(g) of the GDPR (General Data Protection Regulation), and Schedule 1, Part 2 paragraph 8 of the Data Protection Act 2018: to ensure equality of opportunity or treatment.

We may request your participation in interviews and surveys as part of the evaluation of the programme. We may request your participation to make checks to ensure that the correct amount of funding is paid.

### How we use your personal information

Personal information collected from research participants is treated as confidential and collected for research purposes, contract management assurance purposes and to prevent the risk of fraud. Any information shared publicly will be anonymised so you cannot be identified.

DfE (and its contracted research organisation) will use the data for policy development and to help improve education services. We may publish the findings for use by other relevant organisation's and for the purposes of transparency in how we are using public funds. None of your individualized data will be identified.

### How long we will keep your personal data

We will keep your personal data in its original format for a maximum of 3 years, after which point it will be securely destroyed. A pseudonymised version of your personal data to be used for research purposes will be kept for a maximum of 20 years. We will conduct

reviews every 5 years to test if it is necessary to still retain this data. For qualitative interviews, DfE (or its contracted research supplier) will review the notes, recordings, and other research data after the session. Voice recordings will be deleted by the research contractor as soon as they are transcribed and no later than one year after the interview has taken place.

#### **Who we will make your personal data available to**

We sometimes need to make personal data available to other organisations. These include contracted partners whom we may employ to process your personal data on our behalf and/or other organisation's (with whom we need to share your personal data for specific purposes). We plan to track participants' longer-term outcomes through links to administrative data held by DfE, DWP (Department for Work and Pensions) and HMRC.

Where we need to share your personal data with others, we ensure that this sharing complies with data protection legislation. For the purposes of this project, we need to share your personal data with external evaluators who will:

- analyse your personal data on behalf of DfE to evaluate Skills Bootcamp provider and participant outcomes, to contribute to improving the next wave of provision.
- follow up with you directly to invite you to take part in qualitative interviews or a survey to understand your experience of participating in the Skills Bootcamps. Participation in surveys and / or interviews is voluntary, and you can opt out by requesting this from our 3rd party contractor.

#### **Request to access, rectify or erase your information**

This service is optional for individuals to use. As part of the public task and legitimate interest purposes we collect personal information and use this to link to government administrative records on income, employment, and benefits. If participants decide they do not want their data used on an ongoing basis for research, they can notify the department and withdraw from the training. No further data will be collected/linked on that individual beyond that point.

Our privacy notices make clear how data is processed once it is received by the Department.

Special category data collection will include a 'prefer not to say' option, this means that the individuals have the free will to choose whether to provide it or not.

Under the Data Protection Act 2018, you are entitled to ask if we hold information relating to you and ask for a copy, by making a 'subject access request'.

Your data protection rights.

- The right to access you are entitled to ask if we hold information relating to you and ask for a copy by making a "subject access request."
- The right to rectification: you have the right to request to correct any information you believe is inaccurate.
- The right to erasure: you have the right to request your information to be erased, under certain circumstances.
- The right to restrict processing: you have the right to request that DfE restricts the processing of your personal data, under certain circumstances.
- The right to object to processing you have the right to object to DfE's processing, under certain circumstances.
- The right to data portability: You have the right to move your personal data to another data controller.

For further information and how to request your data, please use the 'contact form' in the Personal Information Charter at:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter> under 'How to find out what personal information we hold about you' section.

We will respond to your request within one month of receiving it. If your request is complex, we may extend the period by a further 2 months but will let you know we are doing this.

You can also find more information from the Information Commissioner's Office at

<https://ico.org.uk/for-organisations/advice-for-small-organisations/your-beginner-s-guide-to-data-protection/>

For further information about this Privacy Notice or queries about how DfE handles your personal information, please contact our Data Protection Officer at [https://form.education.gov.uk/service/Contact\\_the\\_Department\\_for\\_Education](https://form.education.gov.uk/service/Contact_the_Department_for_Education) or write to our postal address: Department for Education, Sanctuary Buildings, Great Smith Street, LONDON, SW1P 3BT

#### **Why do you need my personal data?**

We are collecting personal data on applicants, candidates, and participants to help effectively administer the programme with the training providers and to support the evaluation of the programme. We only collect information which is necessary for these purposes.

#### **What will you be doing with my personal data?**

We will be collecting your personal data and then linking this to administrative data the government holds on tax and benefits to evaluate the impact of skills bootcamps has on earnings and employment over a number of years. This is to test if the programme is effective, provides value for money and to improve service provision.

Identifying details will be removed in the process and no individual details will be made public. This is to evaluate the bootcamps programme overall. We may also contact you to participate in surveys or interviews about your experience with the programme. Participation is voluntary.

#### **What other of my data in government will you be linking my personal data you are collecting to?**

We intend link your details to information held by DfE, HMRC and DWP on your education, tax, and benefits data to allow us to evaluate whether skills bootcamps improves earnings and employment. Namely.

- HMRC P45, P46, P14 and Self-Assessment data on employment and earnings
- HMRC Pay as you earn Real Time Information
- DWP National Benefit Database data, Labour Market System data and Juvos data.

- DWP Universal Credit data
- Individual Learner Record ("ILR"), Higher Education Statistics Agency ("HESA"), and Student Loans Company ("SLC") data.
- Higher Education Funding Council for England (HEFCE) has the power to authorise the collection of information on students studying Higher Education courses (the student record data). This data is collected by HESA.
- The Student Loans Company is a non-departmental public body, owned by DfE, Scottish Ministers, the Welsh Assembly Government and the Department for Employment and Learning in Northern Ireland.
- DfE National Pupil Database ("NPD")

**Why are collecting information on protected characteristics? What if I do not want to share information?**

We collected information on protected characteristics, such as ethnicity, to support us monitoring how well the policy is doing on equality and diversity. Providing this information is optional with a 'Prefer Not Say' option.

**What happens with my information afterwards?**

Your information is used for the purposes specified. Personal information will be kept for a maximum of three years after which point it will be securely destroyed. A pseudo-anonymised version of your data, used for research purposes, will be kept up to a maximum of 20 years.

# DATA PROTECTION AND PRIVACY NOTICE - INDIVIDUALS NOT IN PAID EMPLOYMENT

Information gained from the Bootcamp may be used for the Hertfordshire County Council Road to Employment Project, which is also funded by the UK Shared Prosperity Fund and may be able to provide additional employment support services.

Hertfordshire County Council's Road To Employment project takes your data privacy very seriously. We will only share your information with a third party where it is necessary for providing this opportunity to you. We will keep your data secure and retain until at least 31<sup>st</sup> December 2034 for evaluation purposes. After that time, it will be destroyed in a secure manner. This project is funded by the United Kingdom Shared Prosperity Fund and the data controller is Hertfordshire County Council.

## Why we need your information?

The data on this form is being gathered for the purpose of our Road To Employment Project. Hertfordshire County Council will use this information to provide our funders with the required reporting evidence, help to ascertain the right support for you and for our own evaluation purposes.

This information is being gathered and will be processed on the basis that you are giving consent for us to do so. If you wish to withdraw consent at any time or discuss your rights as detailed below you can do so by discussing with your advisor or contacting us on 01992 556 804.

## What are your rights?

Hertfordshire County Council will be the Data Controller for this information.

You have the following rights in relation to this data:

- You have the right to be informed about what information we hold about you and how we use it.
- You have the right to request copies of any information the Council holds about you by making a subject access request.
- If information we hold about you is factually inaccurate you have the right to have it corrected.
- You have the right to object to the way we are using your data.
- You have the right to request that your data is deleted. However we may be unable to delete your data if there is a need for us to keep it. In this case you will receive an explanation of why we need to keep the data.
- You can also request that we stop using your data while we consider a request to have it corrected or deleted. There may be some circumstances in which we are unable to do this however we will provide an explanation if this is the case.
- In certain circumstances you may also request data we hold about you in a format that allows it to be transferred to another organisation.
- In the event that decisions are taken using automated processes you have the right to request that these decisions are reviewed by a member of staff and to challenge these decisions.

The full Road To Employment privacy notice is available by contacting Step2Skills on 01992 556 194 or emailing Step2Skills@hertfordshire.gov.uk

If you would like to view our Equality and Diversity, Whistle Blowing, Anti-Fraud, Data Protection or any other Hertfordshire County Council Policy please visit

<https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/our-policies-and-procedures/our-policies-and-procedures.aspx> or visit <https://www.hertfordshire.gov.uk> and search for the policy you require.

## LEARNER'S SIGNATURE

I confirm that all the information I have provided is true and correct to the best of my knowledge including any statements of agreement within this document.

I confirm I have read the learner declaration and DfE privacy notice.

Learner's signature

Learner's name

Date

## OFFICE USE ONLY

What is the Skills Bootcamp Title?

- Land Management & Arboriculture
- Tree Planting & Aftercare
- Ground and Estates
- Arboriculture
- General Operative & Plant / Site Marshall
- Civil Groundworks Operative
- Air Source Heat Pumps
- Sports Coaching
- Site Supervisor
- De-Vegetation
- Level 3 Leadership and Management

- Level 5 Leadership and Management
- Digital Marketing
- Becoming a Childminder
- Pathways into Health and Social Care Careers
- Pathways into Customer Delivery Operations
- Data Engineers
- Construction & Rail Labourer HMP 10 day
- Construction & Rail Labourer HMP 20 day
- Land Management HMP
- IT Waste Management HMP
- Traffic Marshall HMP

What is the learners cohort?

1

2

3

4

5

Start Date

End Date

What is the Learners current status? (Tick one)

Independent

Self Employed

Co Funded 10%

Co Funded 30%

Right to Work Documentation Seen

Expiry Dates for RTW

Staff Name

Date of Verification